

PROJECT BUDGET ANALYST

DISTINGUISHING FEATURES

The fundamental reason the Project Budget Analyst exists is to provide a variety of key financial and administrative support services to the Capital Project Management Division of the Municipal Services Department in support of implementing all authorized capital improvement program projects. This classification is not supervisory. Work is performed under general supervision by the Capital Project Management Administrator.

ESSENTIAL FUNCTIONS

Prepares monthly expenditure/encumbrance reports for each active CIP project as a support service to individual project management staff. Compiles financial data and reconciles records in support of fiscal goals for assigned projects.

Provides effective written and verbal communications concerning existing accounts or other general inquiries. Develops and enhances information sharing methods with a goal of balancing process requirements with opportunities for innovative project management techniques.

Analyzes CIP and division accounts utilizing the City's automated financial system. Reviews and checks the financial records to ensure conformance to standards. Comprehends and makes inferences from written material.

Reconciles CIP accounts with the Accounting Department. Participates in the development and monitoring of the division's operating budget and five-year plan. Develops budgeting strategies that focus on continuous improvement, innovation and change.

Maintains the CIP Management Information System. Develops and maintains division reporting systems.

Assumes ownership of a variety of key projects dealing with citizens and employees.

Researches and answers financial and budget questions. Provides information to citizens and staff from other cities upon request.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Municipal budget methods, procedures and computerized accounting principles and practices.

Ability to:

Operate a variety of standard office equipment, including a personal computer, a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Must have visual and muscular dexterity to operate a variety of standard office equipment such as a computer terminal, 10-key calculator, and telephone requiring continuous and repetitive hand/eye movement.

Listen, communicate, and deal effectively with co-workers, staff, representatives of other cities, and the general public.

Communicate both verbally and in writing with all levels of the organization using proper sentence construction, punctuation and grammar.

Assume ownership in the completion of assigned tasks.

Manual and mental ability to accurately compute mathematical figures; make relatively complex arithmetic computations and to prepare statistical summaries.

Lift and carry storage boxes weighing up to 20 pounds.

Spend at least 80% of the work day sitting at a desk and/or computer.

Demonstrate excellent written and oral communication skills.

Education & Experience

Four years experience as a Senior Account Clerk or similar capacity is required.

Bachelor's degree in Accounting, Business Administration, Public Administration, or a related field is preferred. Experience in municipal and construction accounting is highly desirable.

Requires experience with accounts payable, accounts receivable, report preparation, forms design, and general ledger systems.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified